

**TOWN OF DUNSTABLE
COMMUNITY PRESERVATION COMMITTEE**

Informational Release
Application Process

The Community Preservation Act (Massachusetts General Laws Chapter 44B, Sections 3 through 7 inclusive) was adopted by Dunstable voters at the Annual Election of May 2006. The Act provides that a 3% surcharge, with certain exemptions, be assessed to property tax bills, and the funds are to be segregated and used for specific purposes. Generally, the funds must be used for the acquisition, preservation, restoration, rehabilitation or creation of open space, historical purposes, lands for recreational purposes, and community housing. Ten percent of receipts must be used (or banked) for each of three components: open space, historical and community housing. Five percent of receipts may be used by the Community Preservation Committee for administrative purposes such as appraisals, surveys, presentation materials, etc. The remainder of the receipts may be used for any of the four components eligible for funding.

There are some projects that are ineligible for funding such as routine maintenance. The funds may not replace operating budgets. In some cases, funding of one project may be dependent upon another project being completed. The Community Preservation Committee is charged with compiling a needs assessment for the Town. The Committee makes recommendations to the legislative body, Town Meeting, for appropriation of all funds. In order to make good recommendations to the voters, it is imperative that the Committee be made aware of all potential projects.

Included in this packet is a funding request form which may be submitted to the Committee for review. The Committee has also provided Selection Criteria that will guide consideration of each application. Requests are received on a rolling submission basis, however sufficient time must be allowed for review by the CPC prior to a Town Meeting. Please allow at least 30 days prior to a Town Meeting for this review to be performed.

Questions may be directed to the Community Preservation Committee, c/o Selectmen's Office, 978 649 4514. Thank you for your interest in the activities of the Committee.

TOWN OF DUNSTABLE COMMUNITY PRESERVATION COMMITTEE

PROJECT SUBMISSION FORM

Submitter: _____ Submission Date: _____

Group or Committee Affiliation (if any): _____

Submitter's address and phone number: _____ Purpose (please select all that apply):

- ☐ Open Space
- ☐ Community Housing
- ☐ Historic
- ☐ Recreation

Submitter's email address: _____

Project Name: _____

Project Description:

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (amount and source)
2007			
2008			
2009			
2010			
2011			
Total			

How does this project meet the General Criteria and Category Specific Criteria for CPC projects (see attached)?

For Community Preservation Committee Use:

Form Received on: _____ Project Presented to CPC on _____

Reviewed by: _____ Determination: _____

TOWN OF DUNSTABLE COMMUNITY PRESERVATION COMMITTEE

Guidelines for Project Submission

- 1) Each project request must be submitted to the Community Preservation Committee using the Project Submission Form as a cover sheet. Applications should be submitted in eight (8) multiple copies.
- 2) Requests must include a statement of need and be documented with appropriate support information. The use of maps, visual aids and other supplemental information is encouraged.
- 3) Obtain quotes for project costs whenever possible. If not available, estimates may be used provided the basis of the estimate is fully explained.
- 4) If the request is part of a multi-year project, include the total project cost and allocations.
- 5) For applicants that have multiple project requests, please prioritize projects.
- 6) Requests are received on a rolling submission basis, however sufficient time must be allowed for review prior to a Town Meeting.
- 7) Applicants must be present at a CPC meeting to answer questions. The CPC meeting schedule to review project proposals is available upon request. You may contact the Committee Chairperson or the Town Hall for the meeting schedule.

Please keep in mind that there are legal limitations on the use of CPA funds. Additional information on the CPA and the Community Preservation Committee can be found on the town's website at http://www.dunstable-ma.gov/govt/community_preservation_act.htm. The Committee can be reached by email at: cpc@dunstable-ma.gov. If you are in doubt about your project's eligibility, after consulting these sources, you are encouraged to submit an application so that the Committee can determine eligibility.

Please submit the Project Submission Form and accompanying documentation to:

**Community Preservation Committee
Chair Susan Psaledakis
PO Box 130
Dunstable, MA 01827**

TOWN OF DUNSTABLE COMMUNITY PRESERVATION COMMITTEE

General Criteria

The Dunstable Community Preservation Committee will give preference to proposals which address as many of the following general criteria as possible:

- Are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation;
- Are consistent with the Master Plan, Open Space and Recreation Plan, Historic Committee Report, Certified Plan Production Plan (Affordable Housing Plan) and/or other planning documents that have received wide scrutiny and input and have been adopted by the town;
- Preserve the essential character of the town as described in the Master Plan and Open Space Plan;
- Save resources that would otherwise be threatened and/or serve a currently under-served population;
- Either serve more than one CPA purpose (especially in linking open space, recreation and community housing) or demonstrate why serving multiple needs is not feasible;
- Demonstrate practicality and feasibility, and demonstrate that they can be implemented expeditiously and within budget;
- Produce an advantageous cost/benefit value;
- Leverage additional public and/or private funds;
- Preserve or utilize currently owned town assets; and
- Receive endorsement by other municipal boards or departments.

Category Specific Criteria

Open space proposals which address as many of the following specific criteria as possible will receive preference:

- Permanently protect important wildlife habitat, including areas that
 - are of local significance for biodiversity;
 - contain a variety of habitats, with a diversity of geologic features and types of vegetation;
 - contain a habitat type that is in danger of vanishing from Dunstable; or
 - preserve habitat for threatened or endangered species of plants or animals.
- Preserve Dunstable's rural and agricultural character.
Provide opportunities for passive recreation and environmental education.
- Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats.
- Provide connections with existing trails or potential trail linkages.
Preserve scenic views.
- Border a scenic road.
- Protect drinking water quantity and quality.
- Provide flood control/storage.
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
- Preserve a primary or secondary priority parcel in the Open Space Plan.

Historical proposals which address as many of the following criteria as possible will receive preference:

- Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened;
- Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features or resources of historical significance;
- Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site;
- Project is within a Dunstable Historic District, on a State or National Historic Register, or eligible for placement on such registers, or on the Dunstable's Historic Structure Inventory.
- Project demonstrates a public benefit; or
- Project demonstrates the ability to provide permanent protection for maintaining the historic resource.

Community Housing proposals which address as many of the following criteria as possible will receive preference:

- Contribute to the goal of 10% affordability;
- Promote a socioeconomic environment that encourages a diversity of income, ethnicity, religion and age;
- Provide housing that is harmonious in design and scale with the surrounding community;
- Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units;
- Ensure long-term affordability;
- Promote use of existing buildings or construction on previously-developed or Town-owned sites;
- Convert market rate to affordable units; or
- Give priority to local residents, Town employees, and employees of local businesses.

Recreation proposals which address as many of the following criteria as possible will receive preference:

- Support multiple recreation uses;
- Serve a significant number of residents;
- Expand the range of recreational opportunities available to Dunstable residents of all ages;
- Jointly benefit Conservation Commission and Park & Recreation Commission initiatives by promoting passive recreation, such as hiking, horseback riding, and cross-country skiing, on town owned property;
- Maximize the utility of land already owned by Dunstable or
- Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities.